MANUAL DE USUARIO

SOFTWARE DE CONTROL DE ACCESO ZC500 v1.0

Trasversal 33 No. 135-62
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SOFTWARE DE CONTROL DE ACCESO ZC500 v1.0

El software de control de acceso ZC500 v1.0 se utiliza en conjunto con los controladores ZC500 para implementar un sistema completo de control de acceso, con administración centralizada de la red de controladores, configuración de horarios y grupos de acceso, manejo de días festivos y generación de reportes.

INSTALACIÓN

- Primero se debe instalar el motor de la base de datos ***INTERBASE*** software "*Open Source*" ver Anexo de Licencia. ib_wi_os_tIB6_0_2_0.exe
- Segundo Instalar el Control de Acceso Zebra ZC500 que se encuentra el carpeta ZC500, ejecute SETUP.EXE para iniciar la instalación.
- Ejecutar ZebraCA.exe

La entrada al software de Control de Acceso posee nombre de usuario y contraseña, el nombre inicial es "**ZEBRA**" y la contraseña es "**zebra**"; estos parámetros pueden ser cambiados por el usuario.

Después de realizarse la entrada el software queda en su pantalla principal, donde se despliegan las utilidades y configuración del mismo.

Administrar usuarios
Registre nuevos usuarios del sistema, modifique los existentes o imprima la lista.
Administrar controladores
Configure la red de controladores o cambie las propiedades de un controlador determinado.
Configurar horarios
Registre nuevos horarios o mofique los existentes.
Operar controladores
Realice operaciones en los controladores como descargar eventos, sincronizar, abrir, etc.
Configurar grupos de acceso
Registre nuevos grupos de acceso o modifique los existentes.
Visor de eventos
Vea los eventos registrados por los controladores del sistema como accesos otorgados, negados y más.
Configurar días festivos
Programe anualmente los días festivos.
Administrar operadores
Registre los operadores del sistema.

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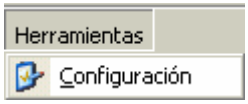
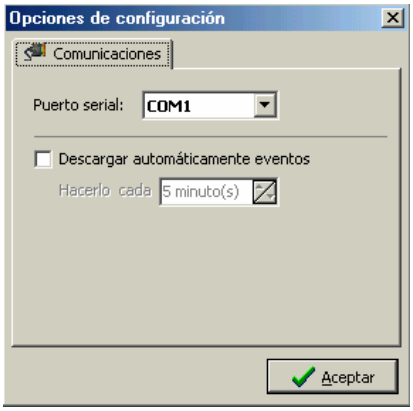
También se puede acceder a las opciones mediante el menú, o la barra de iconos, situada en la parte superior.

Configurar Puerto de Comunicación y Descarga Automática.

Para configurar el puerto de comunicación del sistema, vaya al menú de Herramientas y seleccione **configuración**.



Aparecerá una ventana donde se selecciona el puerto serial de comunicación con la controladora.
También esta disponible la opción de descarga automática de eventos, en minutos. Si usa esta opción el programa debe estar operando para que se encargue de bajar las marcaciones en intervalos de tiempo programable.
La descarga de Eventos también se podrá realizar manualmente en el módulo de **Operar Controladores.**



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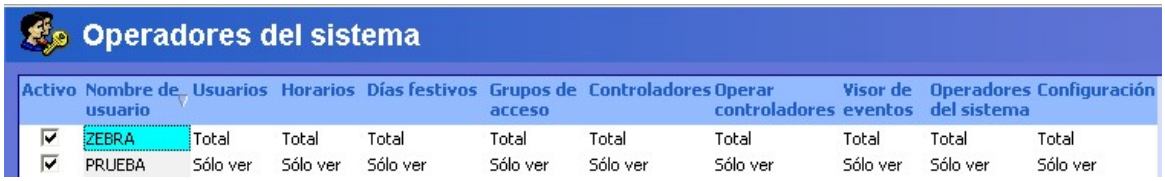
Operadores del Sistema.

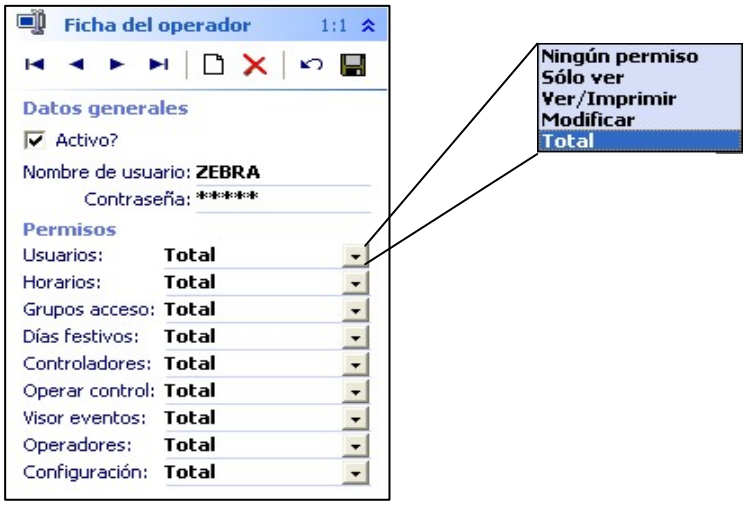
Los operadores del sistemas son aquellos que pueden usar el software; se les puede crear un perfil para tener acceso a ciertas opciones del mismo. La pantalla esta dividida en dos secciones; la sección derecha muestra todos los operadores del sistema con sus perfiles.



En la sección izquierda de la pantalla el software despliega una ficha por cada operador del sistema, con las opciones de crear un nuevo operador , eliminarlo , ir al primer registro de operadores , ir al último registro o siguiente registro .

Se despliegan los datos generales y los permisos del operador por cada módulo del software.

- Posee una casilla de activación de usuario.
- Nombre de Usuario
- Contraseña
- Permisos al sistema o perfil del usuario.
  - Permiso a los diferentes módulos del Software
  - Las Opciones son: ***Ningún Permiso, Sólo ver, Ver/Imprimir, Modificar, Total***



Toda modificación debe terminar con *Deshacer Cambios* o *Guardar Cambios*

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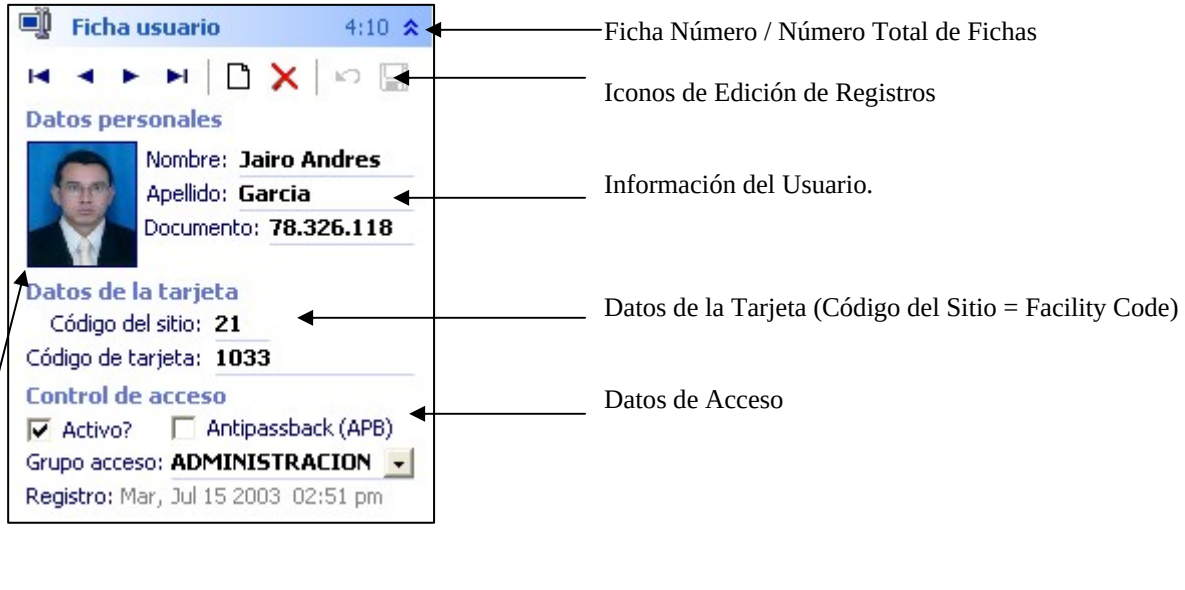
Usuarios del Sistema.

Los usuarios del sistema son las personas a las que se les asigna una tarjeta para el ingreso a una puerta predeterminada en un horario específico (***Grupo***).
Nuevamente la pantalla muestra dos secciones, la derecha con todos los usuarios registrados con su información y fecha de registro en el sistema y la izquierda muestra la información y grupo de un usuario seleccionado con las opciones de edición de registros.

Tareas de usuarios
Registrar un grupo de usuarios
Reporte de usuarios
Ficha usuario 4:10
Datos personales
Nombre: Jairo Andres
Apellido: Garcia
Documento: 78.326.118
Datos de la tarjeta
Código del sitio: 21
Código de tarjeta: 1033
Control de acceso
Activo? Antipassback (APB)
Grupo acceso: ADMINISTRACION
Registro: Mar, Jul 15 2003 02:51 pm
Administración de usuarios
Activo APB Nombre Apellido Documento Código de sitio Código de tarjeta Grupo de acceso Fecha y hora de registro
Carlos Sierra 78945 21 1034 PRODUCCION Jue, Jul 17 2003 08:36 am
German Hernandez 79054 21 1028 Acceso total Jue, Jul 17 2003 08:47 am
Hilda Garzón 58.365.124 21 1027 Acceso total Mar, Jul 15 2003 02:51 pm
Jairo Andres Garcia 78.326.118 21 1033 ADMINISTRACION Mar, Jul 15 2003 02:51 pm
Jane Monroy 79.365.120 21 1026 ADMINISTRACION Mar, Jul 15 2003 02:51 pm
Janeth Montagut 456321 21 1049 TARDE Jue, Jul 17 2003 08:40 am
Marlen Otalora 12564 21 1031 ADMINISTRACION Jue, Jul 17 2003 08:36 am
Marlon Giraldo 45.236.355 21 1030 PRODUCCION Mar, Jul 15 2003 02:51 pm
Nancy Hernandez 56.322.233 21 1002 PRODUCCION Mar, Jul 15 2003 02:51 pm
Ricardo Aguilar 79.054.771 21 1029 Acceso total Mar, Jul 15 2003 02:51 pm


Ficha usuario 4:10
Datos personales
Nombre: Jairo Andres
Apellido: Garcia
Documento: 78.326.118
Datos de la tarjeta
Código del sitio: 21
Código de tarjeta: 1033
Control de acceso
Activo? Antipassback (APB)
Grupo acceso: ADMINISTRACION
Registro: Mar, Jul 15 2003 02:51 pm
Ficha Número / Número Total de Fichas
Iconos de Edición de Registros
Información del Usuario.
Datos de la Tarjeta (Código del Sitio = Facility Code)
Datos de Acceso

Cargar foto del usuario: Click derecho sobre el área de la foto, allí aparecen las opciones:

- Cargar foto desde archivo.
- Quitar la foto

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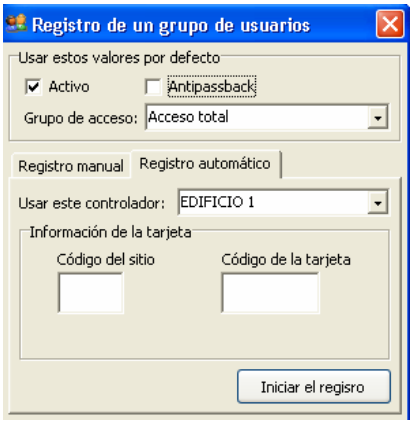
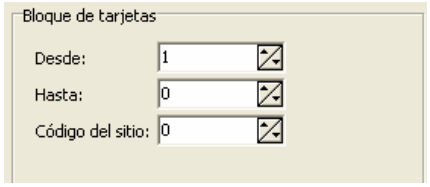
Registrar Tarjetas de Usuarios.

Este vínculo le lleva al registro de tarjetas en el sistema, aparece una pantalla donde se configura unos valores predeterminados de registro como son Activo, Antipassback, Grupo de Acceso.

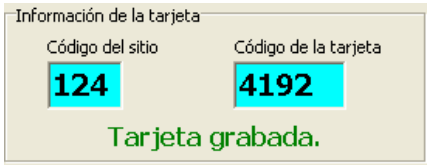
El registro puede ser de dos maneras:

1. Leyendo las tarjetas en el controlador (la lectura es en ***lector 1*** de la controladora), así registra automáticamente código del sitio (*Facility Code*) y el número de la tarjeta; esta opción es de gran ayuda cuando la tarjeta no posee el código impreso o se desconoce el código de sitio. Recuerde que toda tarjeta que aproxime al lector 1 de la controladora seleccionada para el registro será almacenada en la base de datos de usuarios hasta finalizar el registro.
2. Registro Manual. Esta opción permite crear un rango continuo de usuarios sin realizar ninguna lectura, si no conoce el código de sitio (*Facility Code*) puede omitirlo digitado en este campo "0" luego proceda a registrar las tarjetas de usuario. Al asignar facility Code "0" la controladora no verifica este número.





REGISTRO MANUAL



REGISTRO CON LECTURA

Si la tarjeta existe en el sistema se notificara que la tarjeta ya esta en uso.
Una vez grabadas las tarjetas podrán ser editadas para asignarles nombres o cambiar grupos de acceso.

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Horarios

Los horarios son segmentos de tiempo en el que es permitido un acceso. El control de acceso Zebra permite configurar 16 horarios con cuatro segmentos por día, aunque en el software no hay limitación de creación de horarios si la hay en el hardware.
A los días festivos se les puede configurar 4 segmentos de acceso.
Al igual que todos los módulos los horarios tienen su sección de edición de registros, para ir al inicio o al final, borrar o crear un nuevo registro.
La configuración de segmentos es exclusivamente por días, por lo tanto para horarios que comprendan horas de diferente día habrá que dividirlo. Por ejemplo, cuando un segmento se inicia a las 10PM y termina a las 6AM del día siguiente, se programa un segmento desde 10PM hasta 23:59 del mismo día y un segundo segmento desde 00:00 hasta 06AM del día siguiente.
A cada horario se le puede asignar el uso de la tabla de festivos.

Recuerde:
Que el sistema tiene accesos de **SIEMPRE** que es equivalente a un horario de 7 días a la semana por 24 horas.
ACCESO TOTAL es un usuario autorizado en todos los controladores **SIEMPRE**

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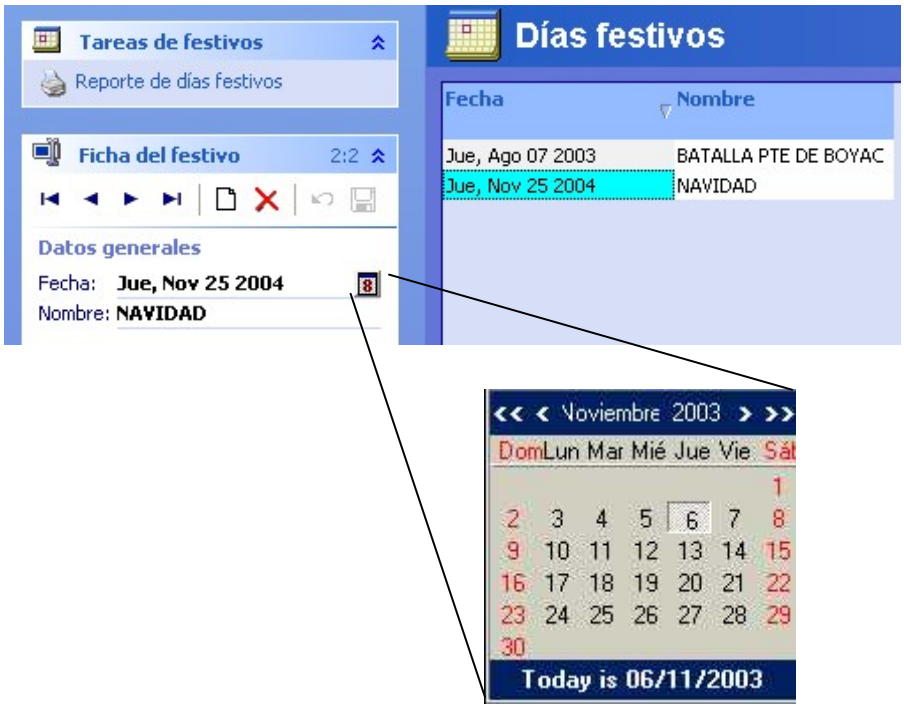
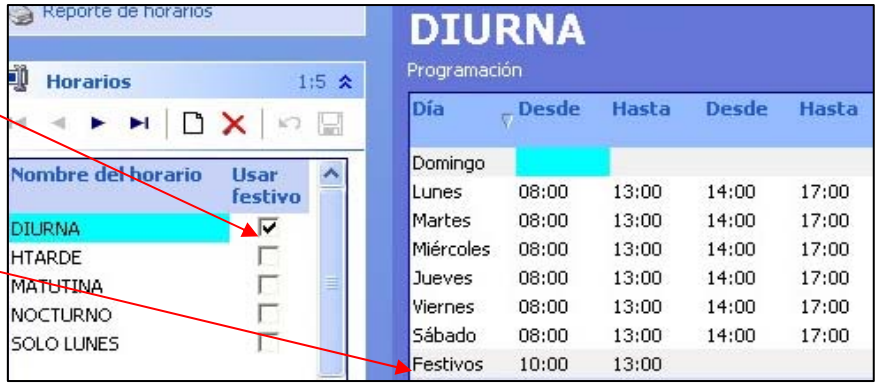
Días Festivos

Existe una única tabla para días festivos en el control de acceso Zebra. Para ingresar los datos de días festivos simplemente presione el icono nuevo en datos generales luego presione y aparece el calendario para seleccionar la fecha, luego asígnele un nombre y guarde.
Esta tabla de festivos aplica para horarios que tengan seleccionado Días Festivos.
El máximo de días en la controladora es de 30, el software no tiene restricción pero al exceder 30 marca un error en la grabación de festivos.



Si un horario tiene seleccionado **Usar festivo** y en la tabla de festivos esta asignado un día como festivo, ese día usará el segmento de horario **festivos**



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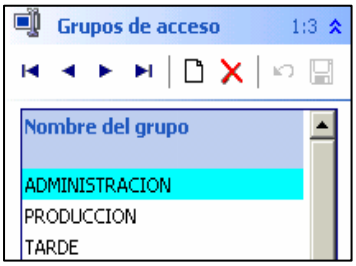
Grupos

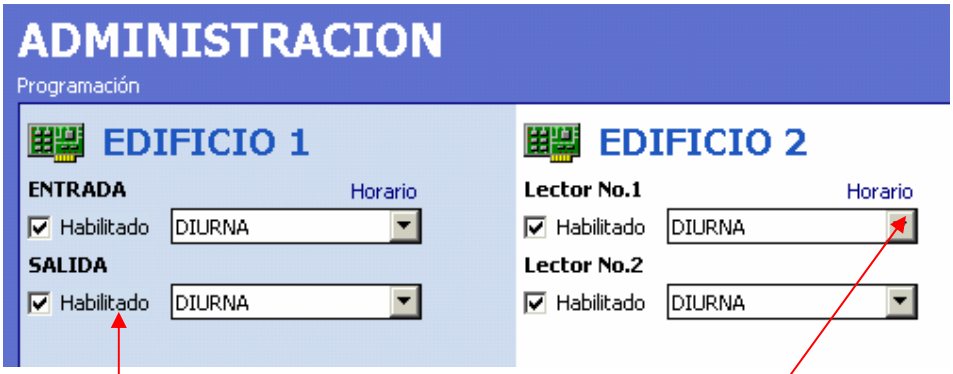
Los grupos hacen referencia a usuarios que acceden por un sitio y tienen un horario en común.



Para crear un grupo seleccione el icono de nuevo luego asígnele nombre al grupo y antes de cualquier acción seleccione un grupo existente para copiar los controladores del sistema o pulse el icono ; a continuación aparecerán todos los controladores disponibles; así podrá editar el grupo creado y guardarlo .
El controlador permite 16 grupos, el software no tiene restricción pero si intenta enviar más de 16 grupos marcará error en la grabación de grupos.

Es posible que aparezca un mensaje de error si no le asigno nombre o no selecciono ningún grupo para copiar controladores después de asignarle nombre, si es así puede deshacer la acción e intentarlo nuevamente.

Cada grupo posee un horario por puerta y uno o varios controladores, además cada lector puede tener horario diferente. Por defecto el sistema posee dos horarios **Siempre** y **Nunca**.



Si un grupo no usa una controladora debe asignarle el Horario **NUNCA** en ambos lectores y desmarcar el campo **Habilitado.**

Se puede asignar horario diferente para cada lector (manejo de dos puertas independientes por parte de la controladora), por lo tanto tenga presente si el controlador esta configurado para 1 puerta (lector Entrada y Salida) o 2 puertas (Lector de Entrada y Pulsador de Salida para las dos).

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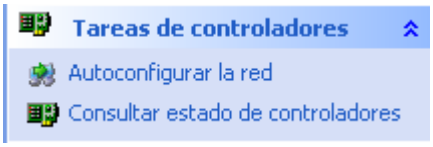
Controladores

Los controladores hacen referencia al hardware instalado y a su configuración.
Una vez instalado el software, se debe consultar el estado de los consoladores para revisar su configuración. Para poder realizar esta función se debe tener un puerto de comunicación serial disponible y seleccionarlo en el menú **Herramientas / Configuración**.
La detección de controladores se puede realizar mediante la Autoconfiguración de la red, donde el software realiza una búsqueda de los controladores instalados. Una vez los controladores estén en el sistema se puede consultar el estado de los mismos.
Antes de realizar esta operación asígnele dirección a cada controlador mediante el dip-switch; ningún controlador debe tener la misma dirección que otro (Ver procesos iniciales)



Si el siguiente error ocurre:

Es debido a que el controlador posee una Fecha u Hora no Válida, en ese caso cree el controlador con *crear un nuevo registro* asignele la dirección que posee el controlador salve e ingrese al módulo de ***Operar Controladores*** marque el controlador y presione el vinculo "***grabar fecha y hora en los controladores seleccionados".***

El estado de los controladores da información con respecto a:

- Nombre del Controlador.
- Dirección.
- Fecha y hora del controlador a la consulta.
- Tamaño de la memoria.
- Cantidad de usuarios registrados.
- Cantidad de Eventos.

EDIFICIO 1
Dirección: 1
Fecha: Dom, 07-Sep-2003 06:16:05 pm
Información de ROM: Versión 1,0
Información de RAM: 64K bytes
Cantidad de usuarios: 15 de 255
Cantidad de eventos: 1 de 3276

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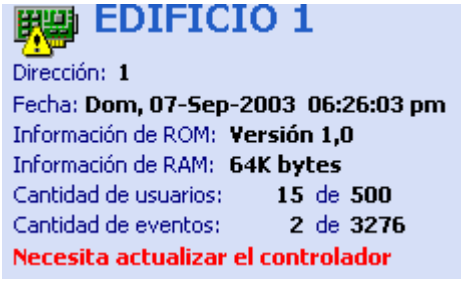
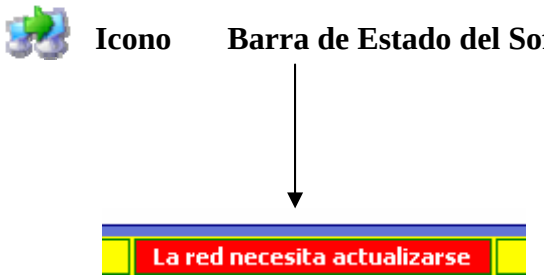
Cada controlador tiene configuración con respecto a:

Nombre: nombre dado al controlador.
Dirección: corresponde a la dirección asignada en la controladora mediante el dip-switch.
Antipassback local, solo se debe usar cuando hay una puerta, con lectora de entrada y lectora de salida conectadas a la misma controladora.
Porcentaje de alerta de lleno: Este porcentaje se usa para informar al software que el controlador llego a cierto porcentaje de marcaciones. (Utilización de memoria).
Lector: cada controlador posee dos lectores configurables, usados para 2 puertas con pulsador de salida, o una puerta con lector de entrada y salida. Se puede configurar el tiempo de puerta abierta, la acción del pulsador (apertura o no usado).
Tiempo sin seguro: Tiempo en el cual esta desactivado el actuador que controla la puerta.
Tiempo de Apertura: No disponible en esta versión.
Acción del Pulsador: Abrir Habilita el uso del pulsador.

Cualquier cambio realizado en el controlador el software notificara que debe realizarse la actualización correspondiente. El icono de actualización será habilitado.


EDIFICIO 1
Dirección: 1
Fecha: Dom, 07-Sep-2003 06:26:03 pm
Información de ROM: Versión 1,0
Información de RAM: 64K bytes
Cantidad de usuarios: 15 de 500
Cantidad de eventos: 2 de 3276
Necesita actualizar el controlador



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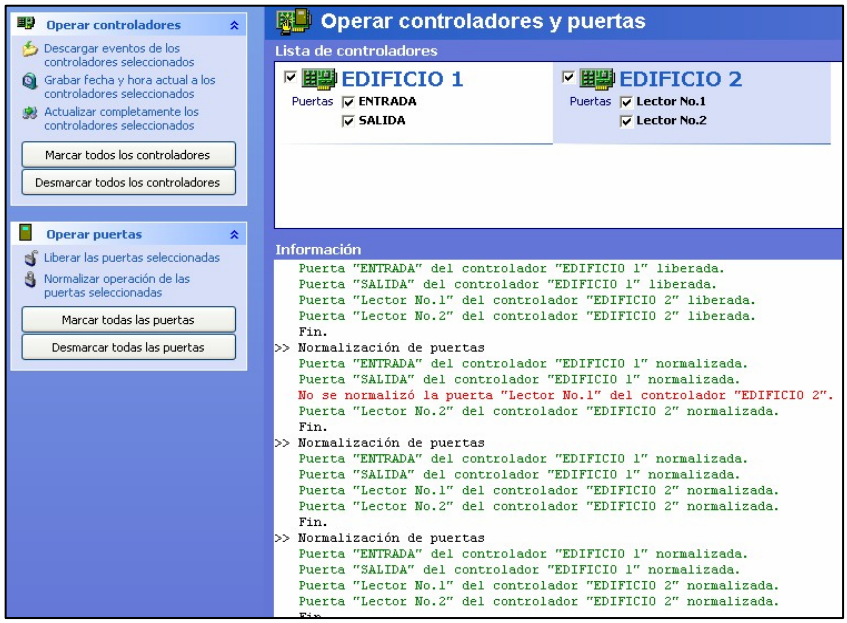
Operar Controladores y Puertas

Para operar este módulo se debe haber auto-configurado la red en el módulo de controladores.

Desde este módulo el usuario podrá:

- Descargar los eventos de los controladores seleccionados en el panel superior derecho.
- Dar fecha y Hora a los controladores seleccionados.
- Actualizar los controladores seleccionados.
- Podrá seleccionar un controlador determinado o todos los controladores mediante el botón Marcar todos los controladores.
- Podrá operar una puerta en particular (Abrir = Liberar o Cerrar = Normalizar)
- Podrá ver en información el estado de los comandos. El color verde en la información indica que el comando se realizó con éxito, la letra en rojo indicará una falla en el comando.


Operar controladores
Descargar eventos de los controladores seleccionados
Grabar fecha y hora actual a los controladores seleccionados
Actualizar completamente los controladores seleccionados
Marcar todos los controladores
Desmarcar todos los controladores
Operar puertas
Liberar las puertas seleccionadas
Normalizar operación de las puertas seleccionadas
Marcar todas las puertas
Desmarcar todas las puertas
Operar controladores y puertas
Lista de controladores
EDIFICIO 1
Puertas ENTRADA
SALIDA
EDIFICIO 2
Puertas Lector No.1
Lector No.2
Información
Puerta "ENTRADA" del controlador "EDIFICIO 1" liberada.
Puerta "SALIDA" del controlador "EDIFICIO 1" liberada.
Puerta "Lector No.1" del controlador "EDIFICIO 2" liberada.
Puerta "Lector No.2" del controlador "EDIFICIO 2" liberada.
Fin.
>> Normalización de puertas
Puerta "ENTRADA" del controlador "EDIFICIO 1" normalizada.
Puerta "SALIDA" del controlador "EDIFICIO 1" normalizada.
No se normalizó la puerta "Lector No.1" del controlador "EDIFICIO 2".
Puerta "Lector No.2" del controlador "EDIFICIO 2" normalizada.
Fin.
>> Normalización de puertas
Puerta "ENTRADA" del controlador "EDIFICIO 1" normalizada.
Puerta "SALIDA" del controlador "EDIFICIO 1" normalizada.
Puerta "Lector No.1" del controlador "EDIFICIO 2" normalizada.
Puerta "Lector No.2" del controlador "EDIFICIO 2" normalizada.
Fin.
>> Normalización de puertas
Puerta "ENTRADA" del controlador "EDIFICIO 1" normalizada.
Puerta "SALIDA" del controlador "EDIFICIO 1" normalizada.
Puerta "Lector No.1" del controlador "EDIFICIO 2" normalizada.
Puerta "Lector No.2" del controlador "EDIFICIO 2" normalizada.

En la ficha de **Operar Controladores** tiene las opciones de descargar eventos de los controladores seleccionados, Grabar fecha y Hora, o actualizar completamente los controladores seleccionados, posee dos botones, uno para marcar todos los controladores y el otro para desmarcarlos.

Con la ficha de Operar Puertas se pueden liberar puertas seleccionadas, esta utilidad deja abierta las puertas hasta cuando normalice la operación de puertas. El registro de lectura permanece para efectos de antipassback si se utiliza. Tenga en cuenta que si efectúa alguna liberación de puerta esta quedará abierta si no efectúa el proceso de normalizar la operación de la misma.

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El visor de eventos permite ver la información recopilada por los controladores. Una vez descargada la información de los controladores se puede realizar diferentes filtros a la información.
Por defecto el visor de eventos tiene la fecha actual del sistema para el filtro.
Si el usuario lo desea podrá seleccionar un rango de fecha para filtrar la información recopilada de los controladores, para ello dispone del campo **Desde** / **Hasta**, además posee filtro por Controlador, por Lector, por Usuarios y por Eventos, una vez seleccionados presione el botón **Aplicar** para iniciar la búsqueda.
En la sección derecha se muestran los eventos que dan resultado al filtro, estos eventos pueden ser ordenados por cada campo disponible (Fecha / Hora, Controlador, Lector, Evento..).
Los eventos mostrados en el Visor se podrán exportar mediante el icono

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Visor de eventos
Fecha y hora del evento
Controlador
Lector
Código sitio
Código tarjeta
Documento
Nombre
2003-09-16 10:11 EDIFICIO 1 0 0
2003-09-16 10:11 EDIFICIO 1 ENTRADA 0 0
2003-09-16 10:11 EDIFICIO 1 ENTRADA 0 0
2003-09-16 10:12 EDIFICIO 1 ENTRADA 0 52177 Pruebas
2003-09-16 10:12 EDIFICIO 1 ENTRADA 0 52177 Pruebas
2003-09-16 10:12 EDIFICIO 1 ENTRADA 0 10031
2003-09-16 10:12 EDIFICIO 1 ENTRADA 1 54721

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CONTROL DE ACCESO ZEBRA ZC500

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